



Hartlip Parish Council

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Document Control

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Data Map / Information Asset Register

1. Councillor Information

Data Type	Purpose	Where Stored	Access	Lawful Basis	Retention	Shared With
Councillor names, addresses, emails, phone numbers, register of interests	Administration & statutory transparency	Clerk laptop (password protected), council website (work contact only)	Clerk, Chair	Public Task / Legal Obligation	Term of office + 6 years	Website (as required), District Council

2. Staff Records (Clerk / RFO if applicable)

Data Type	Purpose	Where Stored	Access	Lawful Basis	Retention	Shared With
Payroll data, NI number, bank details, contract	Employment & HMRC compliance	Secure payroll software, filing cabinet	Clerk (if self), Chair (oversight)	Contract / Legal Obligation	6 years after employment ends	HMRC, pension provider
Appraisal records	HR management	Clerk laptop (restricted folder)	Chair	Contract	6 years after employment ends	None

3. Financial Records

Data Type	Purpose	Where Stored	Access	Lawful Basis	Retention	Shared With
Supplier contact details	Paying invoices	Accounting software	Clerk	Contract	6 years	Bank

Data Type	Purpose	Where Stored	Access	Lawful Basis	Retention	Shared With
Bank signatory details	Financial management	Bank portal	Clerk, authorised signatories	Legal Obligation	While mandate active	Bank

4. Allotments

Data Type	Purpose	Where Stored	Access	Lawful Basis	Retention	Shared With
Tenant names, addresses, phone numbers	Manage allotment tenancy agreements	Clerk laptop	Clerk	Contract	Tenancy + 6 years	None

5. Burial Ground / Cemetery

Data Type	Purpose	Where Stored	Access	Lawful Basis	Retention	Shared With
Burial records, grave owner details	Statutory burial records	Paper register (old) digital files (new)	Clerk	Legal Obligation	Permanent record	Funeral directors (as required)

6. Planning & Correspondence

Data Type	Purpose	Where Stored	Access	Lawful Basis	Retention	Shared With
Resident representations, emails	Statutory consultee role	Council email system	Clerk, Councillors	Public Task	6 years	Borough/District Council

7. Complaints

Data Type	Purpose	Where Stored	Access	Lawful Basis	Retention	Shared With
Complainant details	Investigate formal complaints	Clerk secure folder	Clerk, Chair	Public Task	6 years	External auditor (if required)

8. Website & Communications

Data Type	Purpose	Where Stored	Access	Lawful Basis	Retention	Shared With
Email mailing list	Community updates	Email platform	Clerk	Consent	Until unsubscribe	Email provider
Website contact form submissions	Respond to enquiries	Website hosting platform	Clerk	Public Task	1–2 years	Hosting provider

Security Measures Summary

Hartlip Parish Council:

- Uses password-protected devices
- Uses secure cloud storage (if applicable)
- Keeps paper files in locked cabinet
- Limits access to Clerk and authorised councillors
- Maintains ICO registration
- Has adopted Data Protection & Privacy Policies
- Has a Data Breach Procedure